

Bureau of the Public Debt Guidance and Examples
For
"LIMITED PERSONAL USE"
OF GOVERNMENT OFFICE EQUIPMENT
INCLUDING INFORMATION TECHNOLOGY

The following information is provided to further clarify the GSA and Treasury policy and guidance on "Limited Personal Use" of Government Office Equipment including Information Technology, and to provide general examples of actions that are viewed as appropriate or inappropriate uses of Bureau of the Public Debt (BPD) office equipment (copiers, faxes, supply items, etc.) and Information Technology (telephone, e-mail, Internet services). The intent of this policy is to ensure that this privilege is understood and properly and consistently applied within BPD. Employees should use common sense when deciding what is an appropriate use, and if in doubt, employees should talk to their supervisor for additional guidance.

The privilege cannot result in loss of employee productivity or interfere with work and it is to occur during non-work times, such as breaks, lunches, or other "personal" times, such as before and after work, periods of leave, etc. Employees cannot expect that their privacy will be maintained when using government equipment.

Listed below are examples that are not all inclusive for appropriate and inappropriate use.

A. Copiers, fax equipment, computer printers, and office supplies

- **May** make a few copies of soccer schedule, a receipt, or a recipe
- **May** infrequently fax a personal real estate agreement, such as an offer to purchase a new home
- **May** use an office calculator and minimal paper to calculate personal finances
- **May** print a few copies of a personal document, such as a letter to your insurance company
- **May** print out directions to your home or print out a note to someone
- **May not** use any BPD office equipment to prepare and publish large reports, such as for a club
- **May not** copy or print any item on BPD letterhead
- **May not** use any BPD office equipment to operate a business, such as copying or printing business flyers or advertisements
- **May not** use equipment that might distract, disrupt, delay or divert any other employees from continuing official government business or their assigned official task(s)
- **May not** copy recipe books, instruction manuals, or any lengthy documents
- **May not** take the government equipment outside BPD facilities for personal use
- **May not** scan, copy, or print any copyright protected or trade marked materials such as an instructor's training manual when protected by copyright

- **May not** scan, copy or print any items that are illegal, such as hate speeches, materials that ridicule others on the basis of race, creed, religion, color, sex, disability, national origin, sexually oriented materials, or any items that BPD determines might reasonably be found to be offensive
- **May not** use copiers, plotters or printers that consume expensive materials including special paper, color pens, and ink cartridges
- **May not** schedule print jobs for printers that can interfere with the output and timeliness of BPD work

B. Telephone Systems

- **May** make limited, brief telephone calls within the local commuting area to speak to a spouse, minor child, or childcare provider, make a doctor's appointment, talk to your child's school teacher, or discuss your auto license renewal
- **May** make a call that could not reasonably have been made at a different time, such as a short emergency phone call to a hospital in another city due to a serious personal or family matter
- **May** make 1-800 or other "no-charge" calls using BPD's telephone systems
- **May** make limited, brief calls to handle unexpected situations such as damage to an employee's residence or automobile
- **May** make personal phone calls on a limited basis on Government owned cell phones. COTR's will randomly review monthly phone bills for appropriate personal phone use.
- **May not** make calls to operate a business
- **May not** make telephone calls over government provided and commercial long distance systems such as calls to your distant relatives or friends
- **May not** make numerous phone calls to time and temperature recordings
- **May not** make calls with the intent of reimbursing the government for the cost of the call at a later date
- **May not** make calls that are illegal, harassing, or threatening in nature
- **May not** make personal calls during a BPD emergency
- **May not** make personal calls, except as authorized when on travel, using government telephone credit cards

C. E-mail

- **May** use e-mail to infrequently communicate with personal friends and family or a charity
- **May** receive infrequent messages from acquaintances, such as a message from your son or daughter who is in college or working elsewhere
- **May** subscribe to electronic newspapers or newsletters if this activity supports official government business
- **May not** participate in sending, receiving or forwarding games, chain letters, sexual oriented material, profanity, hoax and virus material, etc.
- **May not** use government e-mail to operate a business
- **May not** send messages that contain large attachments, for example, including a 1.2 megabytes or larger file

- **May not** send messages to a large number of recipients, such as mailing lists (i.e. #All-BPD,#All-3rd-Street, etc.)
- **May not** routinely use the BPD's address as a return address for personal Internet mail exchange
- **May not** subscribe to personal mailing lists using BPD's address as the return/contact address
- **May not** subscribe to any daily lists that generate incoming traffic on a regular basis such as "joke of the day", "recipe of the day", an electronic newspaper, or a financial newsletter, etc.

D. The Internet

- **May** check Internet Web site information for personal financial interest on a limited basis
- **May** order airline tickets, computer parts, or books using your personal charge card
- **May** check weather sites infrequently providing the graphics involved do not create an unacceptable network load (you can judge, to a certain extent, network load by the time required to fill in the screen)
- **May** compare college information for personal use
- **May not** install and use software such as "PointCast" and having a constant information "feed" to update information that is of personal interest
- **May not** use BPD equipment and communications access arrangements to reach a personal Internet service Provider (ISP), such as America On-Line or AT&T WorldCom
- **May not** use the Internet to participate in sports gambling, access sexually oriented or explicit material, operate a business, provide information to a news server, conduct illegal activity, or use your government identification to mislead the other party or gain unauthorized access to other systems
- **May not** download large files, such as a movie clip or sound file over 1.2 megabytes from other Internet sites